

PRE-TRIAL PROCEDURES IN JUDGE HELLER'S COURT

A. Civil Calendar Trials

1. Status conferences, CR 16 conferences, and pre-trial conferences will be scheduled at the court's discretion.
2. Pursuant to local rules, all trial memoranda, the joint statement of evidence and other trial submissions are due no later than five (5) court days prior to trial.
3. Please notify the court immediately if there are issues affecting your trial, such as interpreter needs, scheduling issues, or other special needs.

B. Exhibits

1. Please contact the courtroom clerk at joseph.mason@kingcounty.gov. to obtain information on pre-numbering exhibits. .
2. Counsel/Parties shall deliver two sets of exhibits to the judge's mailroom at least one week prior to the trial date. The first (original set) will be marked by the clerk and used at trial. The second set is a working copy for the Judge.

C. Jury Instructions

1. Plaintiff shall submit a full set of proposed numbered instructions. Defendant shall then submit only those instructions that supplement or alter the plaintiff's instructions. These shall also be numbered. The balance of the instructions will be considered agreed instructions, unless written objection is noted.
2. Counsel are required to submit a [Joint Statement of Agreed Instructions](#) and a [Joint Statement of Disputed Instructions](#) that will help streamline jury instructions discussions. Examples are provided here:
 - [Joint Statement of Agreed Instructions – EXAMPLE](#)
 - [Joint Statement Disputed Instructions – EXAMPLE](#)
3. Please use the most recent versions of the Washington Pattern Jury Instructions.

D. Court Transcripts

1. For courtrooms operating with a court reporter: If prior to the hearing or trial you know that you will want a copy of the transcript, please contact the bailiff and/or the court reporter.
2. For digitally recorded courtrooms: If prior to the hearing or trial you know that you will want a copy of the CD, notify the bailiff or courtroom clerk, who will be able to provide the information needed at the end of the hearing. If at some time following the hearing or trial, you determine you need a copy of the CD, it may be obtained directly from the Clerk's Office copy center. You will need to submit a completed CD Request Form. For more information, including how to contact the copy center, visit the Clerk's Ordering CDs Webpage.

3. If you would like a court reporter for your hearing or trial in a courtroom that is designated as a digitally recorded courtroom, please contact the bailiff and the court will do its best to accommodate the request.

E. Equipment

1. If the parties need extra equipment (TV/DVD/VCR), please contact the bailiff with equipment questions at least five (5) days prior to the trial date.